

Surplus Office Furniture & Equipment

Reduce, Reuse, Recycle!

State agencies generate **surplus equipment** on a regular basis, whether its office furniture left over from a renovation project, a few filing cabinets from an administrative office move, or a dozen cafeteria tables and chairs that are no longer needed. DCAMM has made great strides in reducing waste going to the landfill by **repurposing surplus inventory** from one state agency to another.

Equally as important to repurposing surplus equipment is the need to clear this unwanted equipment from being stored in corridors, closets and basements of buildings across the state. DCAMM's **Rhode Island State Agency for Surplus Property (RISASP)** is responsible for maintaining an accurate, real-time inventory of surplus equipment in one location which allows DCAMM's Facilities staff to match this available surplus inventory with an agency's future need. Surplus property is delivered to the central warehouse where it is tagged, photographed, and then uploaded to an online database for use by all state agencies.

How to Request Surplus Pick-up

The **Rhode Island State Agency for Surplus Property (RISASP)** should be your first point of contact for the authorization to **turn in** or **dispose** of surplus inventory in your agency's possession. The contact for RISASP is **Gary Rotondi** who can be reached at **462-3101** or Gary.Rotondi@doa.ri.gov. The RISASP will provide you with the appropriate documents, such as **form FA70**, to list the items you wish to dispose of after which you will submit this document to RISASP for review and approval.

Once you receive RISASP's authorization to remove your surplus inventory, **you have two options...**

1. **If the surplus inventory has retained value** and can be used by another state or municipal agency, then **RISASP may approve the transfer of these items to the state surplus warehouse** for distribution. For a modest fee, you can make arrangements with Prison Industries to schedule a crew to assist you with removal by using **form A31**.
2. **If the inventory is approved for disposal**, the requesting agency on the authorization for disposal (FA-70) is responsible for removal of all surplus inventory including all associated costs. You can contact waste management to have a dumpster delivered on-site and again, for a modest fee, you can make arrangements with Prison Industries to schedule a crew to assist you with removal by using form A31.

For restricted items such as hazardous waste and/or electronics such as computers and printers, RISASP will address these items separately. RISASP will address each of these options in more detail with you upon the return of the completed FA70 form.

Please help us help you keep our buildings safe and passable at all times. Your safety and the safety of your co-workers depends on it. As always, DCAMM is here to assist you so please don't hesitate to call should you have any questions or need any additional information.

Thank you for your cooperation as we strive for a safer and cleaner work environment.